

SCHOOL CHECKLIST

ELEMENTARY

- ☐ Notify School as soon as you have received an estimated departure date
- ☐ Visit school prior to departure to officially withdraw
- ☐ Return all books (library and text)
- ☐ Receive copy of records (can only be received after completion of withdrawal process)

Student(s) Name

School Name

Signature of School Personnel/Date

JUNIOR/SENIOR HIGH SCHOOL

- ☐ Notify School as soon as you have received an estimated departure date
- ☐ Visit school prior to departure to officially withdraw
- ☐ Ensure student has followed proper withdrawal process of school to include the following
 - ☐ Return ID/library card
 - ☐ Return all books (library and text)
 - ☐ Clear library
 - ☐ Clear all charges or fines
 - ☐ Clear clinic and attendance
 - ☐ Clear extracurricular activities
- ☐ Receive copy of records (can only be received after completion of withdrawal process)

Student(s) Name

School Name

Signature of School Personnel/Date

(This form must be turned-in with clearance papers)